

MINUTES OF BOARD OF TRUSTEES' MEETING
HELD MARCH 27, 1969

Present: Dr. Wood Mr. Benell Mr. Osborne Mr. Dunker
Mr. Cooper Canon Barry Mr. Sterling Mr. Wilson
Miss Voigt Mr. Connolly Mrs. Warren Rev. Draesel
Mr. Barlow Mrs. Keeney Mr. Banks Mr. Kilduff
Mrs. Casey

Minutes of the last meeting were accepted as presented.

TREASURER'S REPORT

Mr. Cooper gave the Treasurer's Report, which showed:

Income for Two Months	\$38,894.85
Disbursements	29,101.57
Balance	9,793.38

The Treasurer's Report was accepted as presented.

WELFARE ALLOCATION

Dr. Wood reported that the United Community Fund and Council of Essex & West Hudson had allocated to Family Service Bureau for 1969 \$92,000. This was an increase of \$3,000 over 1968.

CASE COMMITTEE REPORT

In the absence of Mr. Schein, Mrs. Casey gave the report of the Case Committee meeting held on March 1, 1969, as follows:

"REVISION OF STATEMENT OF FUNCTION"

Mr. Kilduff asked the Case Committee to review the Statement of Function of the Agency dated June 1967, as he felt certain additions should be made.

In the 5th paragraph on the first page, after the first sentence, the suggestion was made that this statement be expanded to include the following sentence. "Family Service Bureau also offers the services of the agency to the community in relation to special problems and special projects."

The Case Committee unanimously approved this expansion.

On page 2, paragraph 4, the words "teaching family" changed to "improving family," and also in paragraph 4, after the words "developed from" the following be added "developed from the groups in addition to the accumulation."

The corrections in paragraph 4, as suggested, were unanimously approved by the committee.

In paragraph 5 on page 2, the following changes were suggested:

the deletion of the word "carefully" before selected, and after the words "controlled caseload" the following be added, "that involves not only a casework relationship with clients but also their participation in community projects of the agency."

On page 3, changes to be made in the heading "THE FAMILY SERVICE BUREAU OFFERS SERVICES TO THE COMMUNITY, FAMILIES AND INDIVIDUALS AS FOLLOWS":

Under this heading expanded services being rendered by Family Service Bureau to include the following:

- 1 - Sensitivity Training
- 2 - Guided Group Interaction
- 3 - Human Development Training
- 4 - Group Discussion

These changes, after discussion, were unanimously approved by the Case Committee.

BREAKDOWN OF CASELOAD

At the suggestion of Mr. Benell at the last meeting of the Case Committee, Mrs. Casey broke down the characteristics of the clients served by the agency in the past year:

Race:	40% Negro	Religion:	50% Protestant
	59% Caucasian		45% Roman Catholic
	1% other		5% other

Socio-economic: 33% on Welfare
10% income under \$5,000
50% income \$5,000 - \$10,000
7% income \$10,000 - \$16,000

24% of the 33% of the caseload on Welfare came from the Newark area
6% of the 10% income under \$5,000 were from the Newark area
2% of the 50% income \$5,000 - \$10,000 came from the Newark area
0% of the 7% income \$10,000 - \$16,000 came from the Newark area

INTERRACIAL COMMITTEE FOR BUSINESS OPPORTUNITIES (I.C.B.O.) INVOLVEMENT

Mrs. Casey presented to the Case Committee details of meeting with Mr. Ted Pinckney, Interracial Committee for Business Opportunities at Family Service Bureau on Monday, March 10th.

Purpose of the meeting with Mr. Pinckney was to explore possibility of establishing a maintenance company composed of Negroes living within the project and obtaining a cleaning contract with the Housing Authority. I.C.B.O. was set up with Foundation monies several years ago to promote, throughout the country, the establishment of private enterprise within the black community. They assist with discussion of the business idea, demonstration of need, job stability of those hoping to go into business, financial situation, including assets and indebtedness. They provide consultants in management, accounting and also in securing funding through commercial banks, private sources or the federal government (Small

BUSINESS ASSOCIATION). The federal government can loan the money (under \$25,000) but it is a long bureaucratic process (9-12 months). The federal government can give loan guarantees up to \$350,000.

The Housing Authority operates at a profit. Through the ENABLE discussion groups and other sources, Family Service Bureau is aware of the real discontent of families with present method of maintenance. It is the responsibility of each family, on a rotating basis, to clean the floor on which they live. This in addition to giving second class status is not a workable plan. Also, cleaning materials are only available at certain restricted times and it is not always possible for the person who is responsible that week to pick up the material.

The Case Committee recognized the difficulties involved in trying to work out a plan such as outlined above. However, they thought the idea was good and expressed their interest and willingness to cooperate where possible. Mr. Pinckney will meet with staff at Family Service Bureau again on Friday, March 14th, at 2 p.m."

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It was suggested by Mr. Benell that the recommendation of the Case Committee be approved. However, he felt that Sensitivity Training, Guided Group Interaction, Human Development Training and Group Discussion be placed under a separate heading "GROUP SERVICE FOR SPECIAL PROJECTS." His suggestion was approved and the Case Committee Report with this change was unanimously approved by the Board.

FINANCIAL COMMITTEE REPORT

Mr. Benell reported on the meeting of the Finance Committee held March 12, 1969. The portfolio on the date of this meeting had a valuation of \$235,051.55, as against a market valuation on January 3, 1969 of \$249,355.64.

It was the consensus at this meeting that no changes be made because of the present unpredictability of the market.

PUBLIC RELATIONS COMMITTEE REPORT

Mr. Connolly reported that the Public Relations Committee was in the process of going to press with a quarterly News Letter to be published some time in April. The Public Relations Committee will evaluate the results of this first News Letter and will report back to the Board at either the May or June meeting as to its impact on the community.

SELF EVALUATION

Dr. Wood said that each Board Member had before him material on the Self Evaluation of the Agency and suggested they take it home for further study. It is some of the material submitted to Mr. Robert Rice of F.S.A.A. who will be at the agency from April 21st to April 24th for the Six Year Re-Accreditation Study. Mr. Rice will be in attendance at the April Board Meeting to talk with the Board Members and to answer any questions they may have about F.S.A.A.

Some members of the Board of Directors who head up committees may be asked to meet with Mr. Rice personally to discuss their responsibilities as they relate to their committees.

Next meeting of the Board will be April 24th at 5:45 at Robert Treat Hotel.

Edward V. Kilduff
Executive Secretary

P.S. Enclosed with these minutes is a STATEMENT OF FUNCTION OF THE FAMILY SERVICE BUREAU OF NEWARK, NEW JERSEY, as revised.

STATEMENT OF FUNCTION OF
THE FAMILY SERVICE BUREAU
OF NEWARK NEW JERSEY

I. WHO WE ARE:

The Family Service Bureau of Newark is a private, voluntary agency supported primarily by the United Community Fund of Essex and West Hudson through its United Appeals Campaign, the Newark Evening News Christmas Fund, the Turrell Fund and some government funds for special projects. It is a member of the Council of Social Agencies of Essex and West Hudson, the New Jersey Welfare Council, the New Jersey Council of Family Agencies, and is affiliated on a national level by membership in the Family Service Association of America, which sets standards of accreditation for agencies operating in the family field.

The Family Service Bureau is non-sectarian in its policy and practice, as stated in its constitution. Applicants are accepted solely on the basis of requests for service. Representation on Board and Staff is both non-sectarian and interracial.

The Family Service Bureau provides equal opportunity to all individuals without regard to race, creed, or national origin (a) for service on boards and committees, (b) for employment, and (c) for service.

In recent years the Family Service Bureau initiated a fee charge for its services. The amount is scaled in accordance with the family's ability to pay. No person is denied service because of inability to pay. At present the fee per interview is 1/10 of 1 percent of the annual salary of the individual or family to whom service is rendered.

The Family Service Bureau offers its service to families and individuals of Newark, Irvington, West Hudson and Belleville, the area covered by the United Community Fund of Essex and West Hudson. Family Service Bureau also offers the services of the Agency to the community in relation to specific problems and specific projects. Residents outside the area may also receive service for the following reasons:

- 1) The family is employed here.
- 2) The client has received service from the agency in the past and now resides where there is no local family service agency.
- 3) Where a desire for anonymity results in a request for service of an agency located in a metropolitan district, consideration will be given.
- 4) All requests for service that do not fall in the above categories will be given casework consideration as to possible referral resources.

II. WHAT WE DO:

Many families are earnestly seeking more knowledge about family living. They want to build stronger, sounder, happier marriages, parent-child and special relationships. The Family Service Bureau is a family agency for people with personal and family problems who are wanting help in making happier and healthier adjustments in their lives.

The Family Service Bureau brings its professional skills and knowledge to help focus the difficulty, analyze its sources and work toward a satisfactory solution. The focus is the family and the interaction of individuals within the family. Often more than one person in a family is seen - as mother, father, child - or husband and wife.

The Family Service Bureau believes it is intrinsic to successful conclusion of a case that the client be helped to mobilize his own strengths and inner resources thru the skills and guidance of the family caseworker, whose knowledge is augmented by psychiatric, sociological, psychological, religious and cultural understanding. Where appropriate, the caseworker consults with medical and legal resources, with the clergy, industry, labor unions and others.

The Family Service Bureau as an institution in the community promoting family life has incorporated, and has developed an additional responsibility of improving family relationships thru the medium of group meetings and classes. The content and teaching are developed from the groups, in addition to the accumulation of knowledge and skill acquired by the caseworker from long experience in working with members of a family group.

The Family Service Bureau carries on a program of training for students of accredited schools of social work in the area by means of a selected and controlled caseload that involves not only a casework relationship with clients but also their participation in community projects of the agency; under close supervision, the students are evaluated in the field portion of the training period which is three-fifths of their total training program. In addition, consultation is given those who are considering entering professional training in schools of social work. Consultation is also offered to clergymen, physicians, teachers, businessmen and others for their use in carrying out their own professional responsibilities.

The Family Service Bureau stimulates and participates in community efforts to secure equal opportunities for employment, housing, education, and health and welfare services, and also initiates and supports programs and services that strengthen family life and help families achieve their potential.

The Family Service Bureau supports provisions, through legislation, administrative action, and other similar means, for nondiscrimination in housing, employment, education, and health and welfare service, and provides assistance and help in working with other organizations toward the attainment of equality of opportunity and the safeguarding of civil rights.

As members of the Council of Social Agencies of Essex and West Hudson, the New Jersey Council of Family Agencies and the New Jersey Welfare Council, the Family Service Bureau, through its administration, participates on community committees, aimed at better understanding of existing social problems of Newark, West Hudson, Irvington and Belleville. The Agency has a stake in contributing its knowledge of what constitutes normal healthy standards of living for families, and participates in efforts toward raising them where inadequacies exist.

THE FAMILY SERVICE BUREAU OFFERS SERVICES TO THE COMMUNITY, FAMILIES AND INDIVIDUALS, AS FOLLOWS:

- 1) Family life education.
- 2) Consultation with parents whose children are presenting training and behavior difficulties. Direct work with children where indicated.
- 3) Guidance to adolescents and/or their parents.
- 4) Consultation with individuals regarding personal adjustments.
- 5) Discussion and evaluation of social and emotional factors in illness.
- 6) Guidance to families on problems of mental illness.
- 7) Guidance to families on alcoholism.
- 8) Casework services to physically handicapped.
- 9) Casework services to unmarried mothers.
- 10) Counseling with the aged and their families.
- 11) Services to the parent who is widowed, separated.
- 12) Guidance to parents of retarded or mentally ill children.
- 13) Use of and direction to community resources.
- 14) Guidance to families where there are problems of relocation.
- 15) Guidance to families where problems related to family alienation because of employment, illness or other causes.

GROUP SERVICE FOR SPECIAL PROJECTS

- 1) Sensitivity training.
- 2) Guided group interaction.
- 3) Human development training.
- 4) Group discussions.